



City of Sacramento City Council

10

915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 1/8/2013

Report Type: Consent

Title: Agreement: Compensation Services

Report ID: 2013-00020

Location: Citywide

Recommendation: Pass a Motion approving the supplemental agreement to the professional services agreement with Ralph Andersen & Associates for compensation services increasing the total contract not to exceed amount from \$84,500 to \$134,500.

Contact: Mark Gregersen, Director of Labor and Workforce Strategy, (916) 808-8974, Human Resources Department

Presenter: None

Department: Human Resources

Division: Labor Relations

Dept ID: 08001511

Attachments:

- 1-Description/Analysis
 - 2-Contract
-

City Attorney Review

Approved as to Form
Paul Gale
12/17/2012 4:17:46 PM

City Treasurer Review

Reviewed for Impact on Cash and Debt
Russell Fehr
12/7/2012 11:01:45 AM

Approvals/Acknowledgements

Department Director or Designee: Geri Hamby - 12/11/2012 10:53:47 AM



Description/Analysis

Issue: The City of Sacramento retained Ralph Andersen & Associates to conduct compensation services in March of 2012. The scope of work includes total compensation analysis, employment practices surveys and classification studies. These services have been utilized to determine the City's labor market position for specified City classifications and generally. In addition, the firm conducted a compensation study required by the agreement between the City and the Sacramento City Exempt Employees Association.

The contract amount is not-to-exceed \$85,400. The term of the contract is two years with three one-year extensions at the City's discretion. The first phase of services required extensive work, which exhausted the majority of the contract funds. As a result, staff is recommending execution of the supplemental agreement to facilitate the completion of the City's remaining compensation service needs, including ongoing support for as needed analyses and civil service testimony. The supplemental agreement increases the total not to exceed by \$50,000 for a total amount of \$134,500.

Policy Considerations: The City relies on compensation data for bargaining with labor groups. Further, as a result of the mandatory fact-finding process under AB 646 it is prudent to retain a vendor for compensation services.

Economic Impacts: None.

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability: None.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Due to the amount of compensation services work to be performed, and in anticipation of bargaining needs, it is necessary to allocate additional funds for compensation-related analysis.

Financial Considerations: Execution of a supplemental agreement will result in a not-to-exceed amount of \$134,500. The need for service will determine the actual amount. The Department of Human Resources' budget will provide the primary funding for the additional services. However, if the cost exceeds the available Department of Human Resources funding, the Department of Finance will absorb the remaining cost.

Emerging Small Business Development (ESBD): Not applicable.



SUPPLEMENTAL AGREEMENT

Project Title and Job Number:

Date:

Purchase Order #:

Supplemental Agreement No.:

The City of Sacramento ("City") and _____ ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number _____, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

- The scope of Services specified in Exhibit A of the Agreement is amended as follows:

- In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is by _____, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	_____
Net change by previous supplemental agreements:	_____
Not-to-exceed amount prior to this supplemental agreement:	_____
by this supplemental agreement:	_____
New not-to exceed amount including all supplemental agreements:	_____

- Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.

- Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.

- Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:

Approved As To Form By:

Project Manager

City Attorney

Approved By:

Contractor

Attested To By:

Approved By:

City of Sacramento

City Clerk